

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED
P. O. Box 745
Institute, West Virginia 25112

Minutes

June 19, 2002

F. Ray Power Building, Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

ATTENDANCE: Lee Dixon, Ken Kennedy, Dennis Miller, Donna Prunty, Karen Byrd.
WVARF: Craig Greening, Chris Miller.

ABSENT: Steve King and Linda Maniak

APPROVAL OF MINUTES: Donna Prunty moved to accept the May Minutes as submitted. Motion seconded by Ken Kennedy. Motion carried.

FINANCIAL REPORT: Ken Kennedy projects the Committee will have \$216.19 remaining in the budget at the end of the fiscal year. He indicated that this was primarily due to Jack McComas' resignation from the Committee and cutting back on refreshments for the meetings.

Ken also suggested that the Committee will need an increase in the budget of \$740.00 for Fiscal Year 2003. The Committee asked Ken to note this need to Linda Lyter in the office.

REPORT OF CHAIRMAN: Lee Dixon reported that Jack McComas had resigned his position with the Committee, and that they hoped to have a replacement to represent the Labor force by the August meeting.

REPORT OF EXECUTIVE SECRETARY: No report.

REPORT OF WVARF EXECUTIVE DIRECTOR: In the absence of Steve King, Craig Greening distributed a brochure to the Committee entitled 'State Use Programs Association (SUPRA)', and commented on it briefly.

Contract Complaint – There was one contract complaint – Insurance Commission-Charleston. Craig indicated that they were unaware of any dissatisfaction until the time of the contract renewal. Lee suggested the Committee send a letter to the Insurance Commission requesting they alert Mr. Greening or the Committee of any dissatisfaction of services provided as they occur. Craig will draft a letter.

Chairman: Lee Dixon
Members: Linda Maniak, Ken Kennedy, Donna Prunty, Dennis Miller
Ex Officio Members: Karen Byrd, Executive Secretary, Stephen King, Executive Director, West Virginia
Association of Rehabilitation Facilities

Contract Presentation – Craig Greening distributed handouts on the following new contracts and made brief comments:

1. Non-reoccurring State Use Projects Report
2. DMV – Elkins
3. DOH Sign Shop -- Charleston

Contract Presentation – Renewals

Craig Greening provided handouts of 43 renewal contracts and gave updates. Dennis Miller suggested that a letter be sent to the Department of Highways indicating appreciation of their good service. Craig will do so.

Donna Prunty moved to accept the contract renewals as submitted. Dennis Miller seconded the motion. Motion carried.

OLD BUSINESS:

1. Gross Revenues/Aged Receivables:

Chris Miller provided a handout showing gross revenues and aged receivables. He reported gross revenues from WVARF contracts to date are \$8,353,281. He indicated that they are on target for year-to-date sales. Aged Receivables 61 days and over are 6.37% or \$60,272. Chris indicated the Division of Rehabilitation Services has outstanding approximately \$16,000, and the same for the Cultural Center.

2. Former EPTC Contracts:

Steve King and Craig Greening are recommending that Job Squad continue the State Use contracts for FY 2003 which were previously held by EPTC. **Ken Kennedy made a motion that this be done, Donna Prunty seconded; motion carried.**

3. Charleston Presort Contract:

This contract still has a lot of loose ends; however, a lease for new space and new equipment has been signed by WVARF. It is hoped this program will be in the new location by August 1.

Procurement List Request from WVARF/Association

At the May meeting, the Committee recommended WVARF get a listing of products and/or services to be sold to state agencies from each Workshop. This would allow the Committee to determine how huge this task would be to add products and services to the Committee Procurement List. There were six responses to date and handouts of the responses were distributed.

NEW BUSINESS:

Application for Eastridge Health Systems:

The Committee reviewed an application to participate in State Use Program from Eastridge Health Systems. Information was incomplete. Craig was asked to work with Eastridge to successfully complete the application.

Application Letter:

Requests to all participating CRPs and those who may potentially participate were sent an application packet. At the August meeting a review of those applications will begin.

OTHER BUSINESS:

It was recommended that Green Acres be invited to the next Committee meeting to give a report concerning their lack of reporting to the CNA regularly and its inability to meet the demand for bottled water and to distribute the water effectively. Craig will draft a letter to Green Acres for the Chairman's signature.

There will be no July Meeting. The next meeting is scheduled for August 14, 2002, 10:00 a.m. at the Rehabilitation Center, Institute.

ADJOURNMENT: Given no further business for discussion. **Donna Prunty moved to adjourn the meeting; Ken Kennedy seconded the motion; motion carried.**